

GENERAL MANAGER PLANNING SYSTEMS

DISTINGUISHING FEATURES

The fundamental reason the General Manager Planning Systems exists is to be responsible for the administration, leadership, management, and operation of the Planning Systems Department. This classification is a direct supervisor to the division heads of the department. Work is performed under general supervision by the Deputy City Manager.

ESSENTIAL FUNCTIONS

Provides vision and leadership while directing the overall activities of programs in the Planning Systems Department.

Establishes goals and objectives for the divisions within the department and manages resource needs and budgetary expenditures.

Supervises and coordinates the department's five year plan, capital improvements plan, and bi-annual work plan as related to departmental goals and organizational critical objectives.

Coordinates activities of four City Council appointed boards/commissions (Board of Adjustment, Development Review Board, Neighborhood Enhancement Commission, and Planning Commission), and makes recommendations to the City Council on all departmental matters.

Interprets and implements City policies and administrative regulations. Makes recommendations to the City Manager and formulates new policies in response to Council direction.

Works in close cooperation with other City management and officials to further the objectives of the City and department.

Prepares Council and Commission reports, performance evaluations, memos and other forms of communication.

Attends City Council, board/commission, neighborhood, and various other meetings.

Supports and represents City Council and management policies and practices to the public and other City employees.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Multiple disciplines at a generalist level.
Community organizations and their leaders.
Principles of urban land use and development.
Customer service and problem resolution practices.
Various negotiation styles and techniques.

Ability to:

Interpret City ordinances, rules and regulations, and make rational decisions in accordance with established policy.
Be adaptable and willing to accept new challenges focused on the needs, aspirations, and unique traditions of the City of Scottsdale.
Understand how broad view issues relate to City operations.

Conduct research and analyze, interpret and report research findings and recommendations.
Prepare clear and concise reports.
Be committed to quality and possess a shared commitment with the organization that focuses on continuous improvement.
Model City Values and manage within Values to guide effective organizational change and renewal.
Exercise excellent verbal, written, and interpersonal skills to develop, establish, evaluate, recommend, and implement departmental policies, goals, and objectives.
Effectively communicate verbally and in writing with all levels of City staff, Council, Commissioners, and public.
Establish and maintain cooperative and effective working relationships with City officials, city departments, citizen groups, community leaders, businesses and the general public with widely diverse points of view.
Be proficient in using a personal computer, a variety of computer software, and other equipment essential to performing daily activities.
Be committed to creativity.
Be an innovative leader that contributes effectively to the organization's performance goals and strategies.
Value diversity and promote shared responsibility, teamwork, systems integration, and acceptance of change.
Sit approximately 70%, walks approximately 15%, and stands approximately 15% of workday.
Produce speeches and written documents with clearly organized thoughts using proper sentence construction, grammar, and punctuation.
Comprehend and make inferences from written material and verbal and/or written instructions.
Operate a variety of standard office equipment, which require continuous and repetitive eye, arm or hand movement.

Education & Experience

Any combination of education and experience equivalent to a Bachelor's degree Urban Planning, Design, Architecture, Public/Business Administration or a closely related field and 10 years progressively responsible managerial and supervisory experience and experience with public policy process.

FLSA Status: Exempt

HR Ordinance Status: Unclassified